
LMCHD REGULAR BOARD MEETING

October 12, 2020 – 7:00 p.m.

*In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Los Medanos Community Healthcare District (LMCHD) Board Room will be closed to the public. During this period of time, the LMCHD Board of Directors has arranged for members of the public to observe and address the meeting telephonically. **TO ATTEND BY TELECONFERENCE:** Toll-Free Dial-In Number: (310) 372-7549, CONFERENCE CODE #975838. Download Agenda Packet and Materials at <http://www.lmchd.org/>*

MINUTES
REGULAR BOARD MEETING
LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT
Monday, September 14, 2020
6:30 p.m. – LMCHD Board Room

Board of Directors and public members were invited to attend this meeting telephonically in compliance with the Coronaviras “Shelter in Place” directive.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 6:33 p.m.

2. ANNOUNCEMENT OF CLOSED SESSION – *Director Patt Young*

Conference with Legal Counsel pursuant to Government Code Sections 54956.9(d)(1) - Existing Litigation Re: Los Medanos Community Healthcare District v. Contra Costa Local Agency Formation Commission, Defendant, and County of Contra Costa, Real Party in Interest, Contra Costa County Superior Court Case number: C19-00048 *Negotiator: Director Patt Young*
Conference call-in: Attorney Elizabeth Calciano

Director Young announced the Closed Session at 6:37 p.m.

3. ADJOURNMENT OF CLOSED SESSION

The Closed Session adjourned, and the regular meeting resumed at 7:00 p.m.

4. RESUME OPEN MEETING - REPORT ACTIONS OF CLOSED SESSION

There was no reportable action from the Closed Session

5. PLEDGE OF ALLEGIANCE

Director Young led in the Pledge of Allegiance

6. LMCHD MISSION: *LMCHD identifies health disparities among District residents and contributes to solutions – LMCHD VISION: *LMCHD is cultivating a community in which good health may flourish for all District residents – Director Linda Strong**

Director Mason read the Mission Statement.

7. PUBLIC COMMENTS – Non-Agenda Items (3 minutes/individual) – No public comments.

8. SPECIAL PRESENTATIONS – None

9. CONSENT CALENDAR - Action No. 200901

9.1 Minutes – Regular Meeting of August 10, 2020

9.2 Receive and File - Financial Report

- Profit and Loss for July through July 2020
- Budget vs. Actual July through July 2020
 - Balance Sheet as of July 2020
 - Credit Card Charges – July 2020
- Cash Disbursements – July 2020
 - Current Financial Statistics

A motion was made by Director Mason, seconded by Director Strong, to approve the Consent Calendar. The motion was approved by the following vote:

AYES: Directors: Mason, Fountain, Young, Strong, Cromartie
NOES: Directors: None
ABSTAIN: Directors: None
ABSENT: Directors: None

10. REGULAR AGENDA AND ACTION ITEMS

10.1 Review/Approve Resolution authorizing an adjustment to the 2020-2021 FY Budget to support COVID-19 emergency funding for Pittsburg Unified School District – Not to exceed \$15,000 – *Lamar Thorpe* - Action #200902

The Board reviewed the accompanying staff report. A motion was made by Director Cromartie, seconded by Director Strong, to approve Resolution No. 200902 authorizing an adjustment to the 2020-2021 FY Budget to support COVID-19 emergency funding for Pittsburg Unified School District for an amount not to exceed \$15,000.

Director Cromartie inquired regarding Resolution wording that refers to \$160,000 of unbudgeted revenue received from redevelopment agencies during FY 2019-2020. Accountant Craig Collins responded to this question, stating that the \$160,000 is rollover money applied to the District’s fund balance.

Director Young called for a vote on the motion, and it was approved by the following vote:

AYES: Directors: Mason, Fountain, Young, Strong, Cromartie
NOES: Directors: None
ABSTAIN: Directors: None
ABSENT: Directors: None

10.2 Review/Approve Resolution authorizing an adjustment to the 2020-2021 FY Budget to support COVID -19 emergency funding for Mt. Diablo Unified School District – Not to exceed \$15,000 - *Lamar Thorpe* - Action #200903

A motion was made by Director Cromartie, seconded by Director Strong, to approve Resolution No. 200903 authorizing an adjustment to the 2020-2021 FY Budget to support COVID-19 emergency funding for Mt. Diablo Unified School District. The motion was approved by the following vote:

AYES: Directors: Mason, Fountain, Young, Strong, Cromartie
NOES: Directors: None
ABSTAIN: Directors: None
ABSENT: Directors: None

10.3 Review/Approve filing the 2020 Local Agency Biennial Notice to the LMCHD Conflict of Interest Code verifying no amendments – Action #200904

A motion was made by Director Mason, seconded by Director Strong, to approve filing the 2020 Local Agency Biennial Notice to the LMCHD Conflict of Interest Code verifying no amendments. The motion was approved by the following vote:

AYES: Directors: Mason, Fountain, Young, Strong, Cromartie
NOES: Directors: None
ABSTAIN: Directors: None
ABSENT: Directors: None

11. EXECUTIVE DIRECTOR REPORT

Executive Director Thorpe presented the Executive Director report addressing the following categories:

Legislative/ACHD Updates
Administrative Updates
Community Outreach
Direct Services Programs

This report is accessible on the LMCHD.org website and included with the record for this meeting.

Executive Director Thorpe responded to Director Young’s inquiry about including Dr. Penn’s videos (Healthy Aging) on the City of Pittsburg’s website.

Director Mason responded to an inquiry from Director Strong concerning refunding gardeners’ plot money due to coronavirus and smoke issues.

12. BOARD AND COMMITTEE REPORTS

Director Young urged members to thoroughly review meeting materials when they receive it.

13. UPCOMING PUBLIC, COMMUNITY AND CIVIC EVENTS – None.

14. SUGGESTED FUTURE AGENDA ITEMS – None.

15. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:36 p.m.

Barbara Kee
Recording Secretary

Linda Strong
LMCHD Board Secretary

Please see Financial Reports – Separate Document

SPECIAL PRESENTATION

David Ruderman, Attorney with Colantuono, Highsmith & Whatley, PC, will review a section of the Brown Act pertaining to texting during official public meetings.



October 9, 2020

TO: LMCHD Board of Directors

FROM: Barbara Kee, Executive Assistant/Secretary to the Board

APPROVED: Lamar A. Thorpe, Executive Director

SUBJECT: Review/Approve Resolution approving updated Records Retention Policy – **Action #201002**

DISCUSSION:

The Grants and Policy Committee at its meeting on September 29, 2020 reviewed the District's current Records Retention Policy, including recommended modifications by Attorney Gary Bell.

The primary policy change was to **Section E, Text Messages, Voicemail Messages, and Social Media**. Other changes include the addition of Code references governing retention requirements.

RECOMMENDATION:

It is recommended that the Board of Directors review and approve Resolution No. 201002, approving the updated LMCHD Records Retention Policy.

FISCAL IMPACT:

No Fiscal Impact.

RESOLUTION NO. 200102

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT APPROVING AN UPDATE TO THE DISTRICT'S POLICY REGARDING RECORD RETENTION AND THE DESTRUCTION OF RECORDS

Whereas, Los Medanos Community Healthcare District adopted Resolution No. 110504 approving a Policy regarding records retention and destruction of records on April 11, 2011; and

Whereas, Legal Counsel has reviewed the current policy and added Section E – *Text Messages, Voicemail Messages, and Social Media*, as well as adjusted retention periods for designated categories in accordance with respective Government Code sections, as outlined in the policy; and

Whereas, an appropriate records retention policy assists the District by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal or legal value; and

Whereas, the destruction and disposition of the District's records pursuant to the proposed records retention policy will not adversely affect any interest of the District or the public.

Now, therefore be it resolved that the Board of Directors does hereby resolve as follows:

Section 1: Authorization for Destruction of Records. The Records Retention Policy set forth in Exhibit "A" hereto is adopted as the approved policy for the Los Medanos Community Healthcare District in compliance with California Government Code Sections 60100 et seq., and after such records have been retained for the time periods and according to the process set forth herein, such records may be destroyed.

Section 2: Destruction of Records after Scanning. Any record not expressly required by law to be filed and preserved in original form may be destroyed at any time after it is electronically stored in conformance with the requirements of California Government Code Section 60203.

Section 3 Destruction of Duplicates. Pursuant to California Government Code Section 60200, any duplicate records, paper or document, the original or a permanent photographic copy of which is in the files of the District, may be destroyed after confirmation that such original or permanent photographic copy remains on file in the District.

Section 4 Retention of Records Not Mentioned. All records, papers and documents not mentioned in this Resolution or the attachment to the Resolution may be scanned as archival records or destroyed so long as such disposal is consistent with the recommendations of the Local Government Records Management Guidelines as set forth by the Secretary of State as the same may be amended from time to time.

PASSED AND ADOPTED by the Board of Directors of the Los Medanos Community Healthcare District of the State of California on October 12, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Patt Young, President

Linda Strong, Board Secretary

LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT RECORDS RETENTION POLICY

SCOPE:

This Records Retention Policy applies to offices and facilities maintaining records and information of the Los Medanos Community Healthcare District (the "District"). This document does not constitute the District's policy with regard to public access to its records. The District's policy provides procedures and principles governing the public's right to access public records.

PURPOSE:

The purpose of this policy is to provide requirements and guidelines for managing the life cycle of all District records and information. The policy establishes a records retention program to apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposal of all records used in the operations of District business.

All District records and information shall be retained and disposed of only in accordance with the retention periods specified in the District's Records Retention Schedule. The Records Retention Schedule is the District's official policy for information retention and disposal, and it is developed in accordance with all applicable state and federal laws and regulations, as well as good business practices.

DEFINITIONS:

Non-Records - Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, appointment logs, stocks of publications and processed documents. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents.

Original Record -- The Original Record is a document on file in the District's office. Every reproduction of an electronically stored document maintained by the District shall be deemed to be an Original Record pursuant to Government Code Section 34090.5.

Public Records - Any information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

Records - Any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

RESPONSIBILITIES:

The District shall:

- Appoint a person or persons to serve in the capacity of Records Retention Coordinator, with overall responsibility for implementing the Records Retention Policy for the District.
- Develop policies, standards, and guidelines for the operation of a centralized location for the storage, retrieval, and other management of records.
- Conduct one or more Records purge days per year to effect the disposal of all records eligible for such disposition, as set forth in the Records Retention Schedule.
- Periodically request that the District's legal counsel review its Records Retention Policy and Schedule to determine if revisions should be proposed to the District Board of Directors.

ADDITIONAL RETENTION POLICY GUIDELINES:

A. Copies of Original Records

Copies of Original Records may be maintained by the District's employees and Board Members in their own offices or elsewhere for convenient reference or other purposes. Such additional copies may be in the same format (paper, photographic, or electronic) or in a different format as the Original Record. In either case, they are considered duplicate records for retention purposes. Copies of an Original Record: (1) may be kept no longer than the retention period set forth in the Records Retention Schedule, and (2) may be destroyed at any time.

Employees and Board Members are cautioned, however, that on some occasions a duplicate record can become a "new" record and would, therefore, be subject to the records retention program. For example, when annotations of substantive value are made to a duplicate record, that record may attain value as a separate record, which may be considered a new "official" record for purposes of retention.

B. Long-Term Document Retention

It is the District's policy to minimize the storage of documents in paper format for long-term retention periods. A long-term retention period is generally defined as a period of ten (10) years or more. For these retention periods, electronic media should be utilized as the primary means for storage. For those records with an established long-term retention period, the records should be electronically imaged immediately, or at the earliest time practical, and the paper copy should be destroyed. Under some circumstances, the Board of Directors may make the determination that the paper copy of a record should also be kept for a period up to, but not exceeding, the retention period. In addition, where electronic storage is impractical for a particular record, long-term retention will be in the appropriate format.

C. Non-Records

Non-records are not kept in the normal course of business, therefore, they may be disposed of at any time. However, if a non-record is retained as an integral part of a file or in conjunction with Original Records, then it shall be retained in accordance with the appropriate retention schedule.

D. E-mail communications

Electronic communications, including e-mail, are generally considered transitory in nature, and are not customarily kept or retained by the District as the primary means for preserving information for future reference. Personal e-mail messages and announcements not related to District business, copies or extracts of documents e-mailed for convenience or reference, internal e-mails created by employees on work-related topics which do not facilitate action (i.e., cover notes, etc.), and e-mails containing drafts, notes or inter-office memoranda that are not retained by the District in the ordinary course of business are examples of such transitory communications.

However, e-mails created or received by District employees and Board Members in their official capacity that facilitate action, such as initiating, authorizing or completing a transaction in connection with District business may constitute a public record and should be retained.

E-mails which do not constitute a public record may be periodically or routinely purged from the system without any necessary action of the sender or the recipient of the communication.

If the content of an e-mail message constitutes a public record, employees and Board Members are required to migrate the document from the e-mail system to another platform or in another format for storage and retention, to be kept in accordance with the Records Retention Schedule.

E. Text Messages, Voicemail Messages, and Social Media

Text messages, voicemail messages, and social media posts not saved to an archive or a more permanent medium are intended to be ephemeral documents, not preserved in the ordinary course of business. Accordingly, they do not constitute disclosable public records, and are considered non-records, as described above. Board Members and administrative staff are not required to retain these electronic documents. Business done on behalf of the District that requires the creation and preservation of records should be conducted in other media.

The term “social media” is defined as information posted to websites and applications that enable users to create and share content or to participate in social networking, including, but not limited to, Facebook, Twitter, Instagram, Snapchat, and LinkedIn. The term “text message” is defined as an electronic, written communication sent and received via telephone or Internet connection. The term “voicemail message” is defined as an electronic, aural communication sent or received via telephone or Internet connection.

F. Electronic Data Retention

All retained information must be stored in a manner designed to ensure its accessibility, integrity, confidentiality, authenticity, and legibility sufficient to ensure the integrity of the records for the specified retention period. Conversion from one storage medium to another will include adequate controls to support these requirements.

G. Destruction/Disposal of Records

Records shall be destroyed at the end of the appropriate retention period. Action by the Board of Directors of the District is not required for the destruction of documents in accordance with the Board-approved Records Retention Schedule. However, no records may be destroyed or otherwise disposed of except as provided in this policy and in compliance with the Records Retention schedule.

RECORDS RETENTION SCHEDULE

Title and Description of Records	Retention Period	Comments
CORRESPONDENCE		
General Public	While Active+2Y	CA - GOV 34090 - (2Y)
Reports	Permanent	CA - GOV 34090(e) - (PR)
Public Notices	4Y	CA - CCP 343 - (LA4Y) CA - GOV 34090 - (2Y)
Public Information Request	While Active + 2Y	CA - GOV 60201(d)(5) - (2Y) CA - GOV 34090 - (2Y)
FINANCIAL		
Non-Discharged Debt of the District and Related Documents	Permanent	CA - GOV 60201(d)(7) - (PR)
Non-Personnel Expense Reports	6Y	CA - GOV 34090 - (2Y) US - 26 CFR 1.1461-2 - (CU+1Y) US - 26 USC 6531 - (LA6Y)
Budgets	Permanent	CA - GOV 34090 - (2Y) CA - GOV 60201 - (PR)
Billing/Accounting Reports	6Y	CA - GOV 34090 - (2Y) US - 26 CFR 1.1461-2 - (CU+1Y) US - 26 USC 6531 - (LA6Y)
Budget Change Proposals	2Y	CA - GOV 34090 - (2Y)
Audits	While Active+6Y	CA - GOV 34090 - (2Y) US - 26 USC 6531 - (LA6Y)
Invoices (non fixed assets)	6Y	CA - CCP 338 - (LA3Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001 - (CU+4Y) US - 26 USC 6531 - (LA6Y)
Fees/Receipts	6Y	CA - CCP 338 - (LA3Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001 - (CU+4Y) US - 26 USC 6531 - (LA6Y)
Check Registers	6Y	CA - CCP 338 - (LA3Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001 - (CU+4Y) US - 26 USC 6531 - (LA6Y)
General Ledgers	6Y	CA - GOV 34090 - (2Y) US - 26 CFR 31.6001 - (CU+4Y) US - 26 USC 6531 - (LA6Y)
Grants	While Active+3Y	CA - 19 CCR 2980(e) - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.333 - (CL+3Y) * Unsuccessful applications are retained for 2 years.

Insurance Coverage	While Active+5Y	CA - 22 CCR 3267-2 - (MAINT) CA - CCP 337 - (LA5Y) CA - GOV 34090 - (2Y)
Banking Information	While Active+2Y	CA - GOV 34090 - (2Y)
Payroll	6Y	CA - 2 CCR 570.5 - (5Y) CA - 2 CCR 571(b)(1)(E) - (5Y) CA - 22 CCR 1085-2 (c) - (CU+4Y) CA - GOV 12946 - (2Y; T+2Y) CA - LAB 226a - (3Y) CA - LAB 1174 - (3Y) CA - LAB 1197.5 - (LA2Y, LA3Y) CA - UIC 1132 - (LA3Y) US - 26 CFR 31.6001 - (CU+4) US - 26 USC 6531 - (LA6Y) US - 29 CFR 516.5 - (3Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 1620.32 - (2Y) US - 29 CFR 1627.3 - (3Y)
Fixed Assets	Life+10Y	CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) * Life of Asset
EQUIPMENT/SUPPLIES/ SPACE/CONSTRUCTION		
Pending Construction Documents bids/proposals which have/have not been accepted by the District	Active +2 yrs.	CA – GOV 60201(d)(10) – (2Y)
Construction Stop Notice	Permanent	CA – 60201(d)(6) – (PR)
Purchase Request/Order	2Y	CA - GOV 34090 - (2Y)
Service Orders/Authorizations	2Y	CA - GOV 34090 - (2Y)
Vendor Information	2Y	CA - GOV 34090 - (2Y)
Building Maintenance/Leases	Life+4Y	CA - CCP 337 - (LA4Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6501 - (CU+3Y) US - 26 CFR 301.6501 - (CU+3Y)
Inspection Reports/Moves/Space	Life+4Y	CA - CCP 337 - (LA4Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6501 - (CU+3Y) US - 26 CFR 301.6501 - (CU+3Y)
Equipment Maintenance	Life+3Y	CA - CCP 338 - (LA3Y) CA - GOV 34090 - (2Y)
Hardware/Software Documentation	Life+3Y	CA - CCP 338 - (LA3Y) CA - GOV 34090 - (2Y) CA - CIV 1798.29 - (MAINT)

Invoices for Fixed Assets (non real property)	3Y	CA - CCP 338 - (LA3Y) CA - GOV 34090 - (2Y)
PERSONNEL		
Personnel Files	Termination+ 2Y	CA - 2 CCR 11013 - (FR+2) CA - GOV 12946 - (2Y; T+2Y) CA - GOV 34090 - (2Y) US - 29 CFR 1602.14 - (FR+1Y) US - 29 CFR 1602.31 - (T+2Y) US - 29 CFR 1627.3 - (T+1Y) US - 29 USC 1059 - (T+1Y) US - 41 CFR 60-1.12 (a) - (2Y) US - 41 CFR 60-741.80 - (2Y)
Compensation paid to District Employees, Officers or Independent Contractors	Active +7Y	CA – GOV 60201(d)(12) – (7Y)
Expense Reports of District Employees and Officers	Active +7Y	CA – GOV 60201(d)(12) – (7Y)
Employee Training Materials	Termination+ 5Y	CA - 8 CCR 3203 - (CU+1) CA - GOV 34090 - (2Y) CA - GOV 53235.2(b) - (5Y) US - 29 CFR 1602.14 - (FR+1Y) US - 29 CFR 1602.31 - (T+2Y); CA - GOV 12946 - (2Y) US - 29 CFR 1602.14 - (FR+1Y)
Employee/Officer Credit Card/Travel Expenses	Active +7 yrs.	CA – GOV 60201(d)(12) – (7Y)
Employee Medical Records	Termination+ 30Y	CA - 8 CCR 10102 - (Injury+5Y or Closed+1Y) CA - 8 CCR 14300.33 - (5Y) CA - 8 CCR 3204 - (T+30Y) CA - CCP 338 - (LA3Y) CA - CCP 338.1 - (LA5Y) CA - GOV 12946 - (2Y; T+2Y) CA - GOV 34090 - (2Y) CA - 29 CFR 1904.33 - (CU+5Y) US - 29 CFR 1910.95 - (2Y) US - 29 CFR 1910.1020 - (30Y)
Staffing & Recruitment	2Y	CA - 2 CCR 11013(c)(2) - (2Y) CA - GOV 12946 - (2Y; T+2Y) CA - GOV 34090 - (2Y) US - 29 CFR 1602.31 (T+2Y) US - 29 CFR 1627.3b1 (1)
Regulatory Reporting for Human Resources	5Y	CA - GOV 34090 - (2Y) US - 29 CFR 405.9 - (5Y) US - 29 CFR 1602.14 - (FR+1Y) US - 29 CFR 1602.30 - (3Y)

Labor Relations	Final Resolution+5 Y	CA - CCP 337 - (LA4Y) CA - GOV 12946 - (2Y) CA - LAB 5410 - (LA5Y) US - 26 CFR 31.6001-1 - (CU+4Y) US - 40 CFR 70.6 - (CL+5Y) US - 40 CFR 122.21(p) - (3Y) US - 40 CFR 122.41(j) - (3Y) US - 49 CFR 107.504 - (CL+2Y)
Employee Benefit Plans & Files	While Active+6Y	US - 29 CFR 4041.5 - (LI+6Y) CA - 22 CCR 1085-2 - (CU+4Y) CA - GOV 12946 - (2Y; T+2Y) CA - GOV 34090 - (2Y) US - 26 CFR 301.6501 - (CU+3Y) US - 29 CFR 825.500 - (3Y) US - 29 USC 1027 - (6Y) US - 29 USC 1059 - (T+1Y) US - 29 USC 1113 - (LA6Y) US - 29 USC 1451 - (LA6Y) US - 29 CFR 4007.10 - (6Y)
POLICY/PROCEDURE/ ORGANIZATION		
Documents relating to: Formation/ Change of Organization/ Reorganization of the District	Permanent	CA - GOV 60201(d)(1) - (PR)
Ordinance and Resolutions adopted by the District	Permanent (5 years for repealed ordinances)	CA - GOV 60201(d)(2) - (PR)
Policies, Procedures, Plans, Goals, and Mission Statements	Active	Active until revised
Organization Chart	2Y	CA - GOV 34090 - (2Y)
Meeting Minutes and Agendas	Permanent	CA - GOV 34090(e) - (PR) CA - GOV 60201(d)(3) - (PR)
Audio Tapes of Meetings	Permanent	CA - GOV 54953.5(b) - (30D)
Request for Proposals	2Y	CA - GOV 34090 - (2Y)
Contracts	While Active+10Y	CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - CCP 343 - (LA4Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1 - (CU+4Y) US - 29 CFR 516.5 - (3Y)

RECORDS MANAGEMENT		
Records Retention Schedule	While Active + 2Y	CA - GOV 34090 - (2Y)
Records Destruction Authorization	10Y	CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1 - (CU+4Y) US - 26 CFR 301.6501 - (CU+3Y)
LEGISLATION/ REGULATIONS/ LEGAL		
Legal Opinions	While Active + 2Y	CA - GOV 34090(b) - (PR) CA - GOV 60201(d)(4) - (PR)
Legal Judgments	Permanent	CA - GOV 34090(b) - (PR) CA - GOV 60201(d)(4) - (PR)
Law Suits/Small Claims	While Active + 2Y	CA - GOV 34090(b) - (PR) CA - GOV 60201(d)(4) - (PR)
Settlements	Permanent	CA - GOV 34090(b) - (PR) CA - GOV 60201(d)(4) - (PR)
FPPC Opinions	Permanent	CA - GOV 34090(b) - (PR) CA - GOV 60201(d)(4) - (PR)
MISCELLANEOUS		
Title/Documents relating to Real Property Owned by the District	Permanent	CA - GOV 34090(a) - (PR)
Technology Access and Security	Life + 2Y	CA - GOV 34090 - (2Y) CA - CIV 1798.29 - (MAINT);
ELECTIONS		
FPPC Forms – Statements of Economic Interest	10Y	CA - GOV 34090 - (2Y) CA - GOV 81009 - (4Y, 7Y)
FPPC Forms – Mandated Reporting	2Y	CA - GOV 34090 - (2Y)
Election Records – Nomination Documents	Term of Office+4Y	CA - ELEC 17100(a) - (T+4Y)
Election Records – Candidates Not Elected	5Y	CA - GOV 81009(b) - (5Y)
Election Records – Candidates Elected	Permanent	CA - GOV 81009(b) - (PR)
Election Records – Administrative Files	2Y	CA - GOV 34090 - (2Y)

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October 9, 2020

TO: LMCHD Board of Directors

FROM: Barbara Kee, Executive Assistant/Secretary to the Board

APPROVED: Lamar A. Thorpe, Executive Director

SUBJECT: Review/Approve Resolution approving adjustment to the 2020-2021 Fiscal Year Budget increasing IT Support Services to an amount not to exceed \$5,000 – **Action #201003**

DISCUSSION:

The Finance Committee at its meeting on September 28, 2020 discussed the need for additional IT support services.

RECOMMENDATION:

It is recommended that the Board of Directors review and approve Resolution No. 201003, approving an adjustment to the 2020-2021 Fiscal Year Budget increasing IT Support Services to an amount not to exceed \$5,000 and reducing office supplies, printing, and the Executive Director discretionary budget.

FISCAL IMPACT:

No Fiscal Impact.

RESOLUTION NO. 201003

APPROVING AN ADJUSTMENT TO THE 2020-2021 FISCAL YEAR BUDGET INCREASING IT SUPPORT SERVICES

WHEREAS, the Board of Directors of the Los Medanos Community Healthcare District previously adopted a budget for the 2020-2021 fiscal year that included a limited amount for IT services based on prior year’s expenditures; and

WHEREAS, the District has identified an increased need for IT services to facilitate the remote productivity necessary when access to the District’s physical office is limited due to COVID-19 protective measures; and

WHEREAS, at its meeting on September 28, 2020, the Finance Committee of the Whole asked that a budget amendment be brought back to the full Board of Directors to increase the IT services budget to a total of \$5,000; and

WHEREAS, the District expects reduced use of the printing budget due to continued work away from the office and budgetary savings in the Executive Director discretionary fund and office supplies as well; and

WHEREAS, because the IT service, printing, Executive Director discretionary fund, and office supplies line items are all within the administrative service category, reallocating between them will not impact the District’s overall administrative expenditures as a percentage of total revenue.

NOW THEREFORE, BE IT RESOLVED that the Los Medanos Community Healthcare District Budget for fiscal year 2020-2021 be amended as follows:

- DECREASE 60870 Discretionary Expense-CEO \$1,500
- DECREASE 62500 Printing Expenditures \$1,000
- DECREASE 62000 Office Supplies Expenditures \$925
- INCREASE 62700 IT Support Services Expenditures \$3,425

PASSED AND ADOPTED at the Regular Meeting of the Board of Directors on July 20, 2020.

AYES: Directors:
 NOES: Directors:
 ABSENT: Directors:
 ABSTAIN: Directors:

By: _____
Patt Young, President

Attest:

Linda Strong, Board Secretary

EXECUTIVE DIRECTOR'S REPORT

October 9, 2020

Legislative/ACHD Update – update is in your email.

Administrative

- Martha Hernandez had officially transitioned to her new role at Contra Costa County. Will no longer be working for LMCHD.
- Office reopened last week. Administrative staff will be working at the office Tuesday, Wednesday, and Thursday. Only one staff member at a time will be allowed to work in the office to ensure the prevention of COVID-19.
- Payments continue to be processed to ensure bills LMCHD payments are made on time.
- Retention policy has been updated awaiting board approval.
- Challenges with phone lines currently working with County and Comcast to resolve.

Community Outreach

- Executive Director continues to participate in bi-weekly healthcare district CEO ZOOM meetings hosted by ACHD.
- Community Garden is up and running again after it was closed due to air quality. Gardeners are still required to schedule an appointment to prevent the spread of COVID-19.
- Garden Academy has conducted 3 classes with master gardener. Over 250 individual registrants.
- Launching new LMCHD YouTube channel to post garden academy workshops and seminars.
- Pollinator garden renovations currently underway.
- Garden bed project continues to be on hold.
- Planning healthy food “Trunk or Treat” event for community garden.

Grants

- 2020 Summer grants are currently being processed. 3 final reports are pending review. 2019 Fall grants are currently being processed.
- Fall 2020 grants process has begun. Applications opened October 5. 2 bidders conferences have been completed with over 20 participants. 100 percent participated by registrants.
- 1 application has been submitted.

Direct Services Programs

- **Health Aging:** Dr. Marcus Penn continues weekly Fall and Stress Reduction course via ZOOM. Classes meet every Monday at 12:00 pm.
- **Mental Health:** Veronica Baines has brought back Women Supporting Women and Families Supporting Families via ZOOM. Staff is currently working with Veronica on launching a senior citizen mental health support groups via ZOOM.